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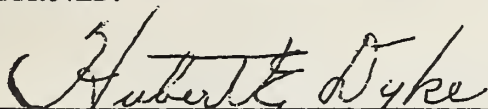
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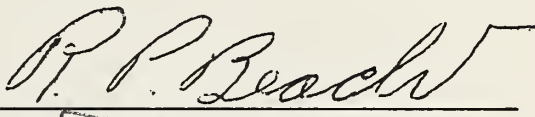
UNITED STATES DEPARTMENT OF AGRICULTURE  
Commodity Stabilization Service

REPORTS CONTROL HANDBOOK (9-DS)

AMENDMENT - 2

APPROVED:

  
Acting Deputy Administrator,  
Production Adjustment

  
Acting Deputy Administrator,  
Operations

1. PURPOSE.

This amendment transmits a new table of contents and revised Exhibits 1, 2, and 3.

2. CHANGES.

Various changes in previously approved report requirements, and new report requirements, are incorporated in the exhibits. Only the added reports or significant changes in previously required reports are asterisked. Deleted reports are not asterisked and are no longer required.

PAGE CONTROL CHART

Remove Page	Dated	Insert Pages	Dated
T.C. 1 and 2	3-17-59	T.C. 1 and 2	6-14-60
Exhibits 1 thru 3	3-17-59	Exhibits 1 thru 3	6-14-60

**United States  
Department of  
Agriculture**



**National Agricultural Library**

# REPORTS CONTROL HANDBOOK (9-DS)

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# REPORTS CONTROL HANDBOOK (9-DS)

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF THE ADMINISTRATOR

Reports Control Number	Title	Prepared by	Frequency	Authority
ADM-3R	Weekly Wire Report on Commodity Inventories Estimates	FI; Commodity Divisions and Commodity Offices	Weekly	739-1





## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF DEPUTY ADMINISTRATOR FOR OPERATIONS

Reports Control Number	Title	Prepared by	Frequency	Authority
DAO-1R	Quarterly Inventory and Location Report on Specified CCC- Owned Commodities	Commodity Offices with Inventories of Specified Commodities	Quarterly	DAO Memo 5-12-55 DAO Wire 9-22-55



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF DEPUTY ADMINISTRATOR FOR PRICE SUPPORT

Reports Control Number	Title	Prepared by	Frequency	Authority
AACO-3R	Preliminary Notice of Completion of Requisition	Commodity Divisions	Irregular	
AACO-4R	Requisition and/or Contract Summary, Comm. Cred. Corp.-207	FI	Completion of Contract and/or Requisition	
DAPS-11R	Export Clearances	Commodity Divisions; F&V-AMS	Monthly	739-5
DAPS-12R	Report of Liftings	Commodity Offices	Irregular	4-PS



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF DEPUTY ADMINISTRATOR FOR PRODUCTION ADJUSTMENT

Reports Control Number	Title	Prepared by	Frequency	Authority
DAPA-1R	Report of Marketing Review Cases	State Offices	Annually	2-PA
DAPA-2R	Acreage Performance Progress Report	State Offices	Semi- Annually	1-PP
DAPA-5R	ASC County Committees	State Offices	Annually	1-CA, Part 1
DAPA-15R	State Summary of Marketing Quota Referendum Ballots, MQ-8, and Number of Eligible Voters	State Offices	Comple- tion of Refer- enda	1-PA
DAPA-17R	Premeasurement Prog-- ress Report	State Offices	Semi- monthly	3-PP
DAPA-18R	Report on General Review of County Offices	State Offices	Annually	1-SA
DAPA-19R	Consolidated Report on General Review of County Offices	Area Directors	Annually	1-SA



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## ADMINISTRATIVE SERVICES DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
AS-1R	Annual Motor Vehicle Report SF-82 and SF-82a	Denver AS Field Office	Annually	12-AS
AS-2P	Annual Motor Vehicle Report SF-82 and SF-82a	AS	Annually	1-AR-850-852
AS-15P	Contract Printing Report, JCP Form 2-Rev.	AS	Semi-Annually	9-AS; 3-AR-205
AS-16R	Quarterly Report on Disposal of Surplus Personal Property, AD-227	Denver AS Field Office and Commodity Offices, except Cincinnati	Quarterly	12-AS
AS-17P	Quarterly Report on Disposal of Surplus Personal Property, AD-227	AS	Quarterly	5-AR-627
AS-20R	Disposition of Excess Property in Foreign Countries	Denver AS Field Office	Annually	5-AR-626e2
AS-21P	Disposition of Excess Property in Foreign Countries	AS	Annually	5-AR-626e2
AS-22P	Agency Space Report, SF-11	AS	Bimonthly	4-AR-161a

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

ADMINISTRATIVE SERVICES DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
AS-23R	Report of Space Use, SF-123	All Field Offices	Annually	13-AS
AS-24P	Report of Space Use, SF-123	AS	Annually	4-AR-161b
AS-25R	Report on Procurement by Executive Agencies SF-37	Denver AS Field Office & Commodity Offices	Semi-Annually	9-AS
AS-26P	Report on Procurement by Executive Agencies SF-37	AS /	Semi-Annually	9-AS; 5-AR-142
AS-29R	Report of Records Holdings CSS-392	All Washington & Field Offices	Biennially	2-AS
AS-30P	Report of Records Holdings, SF-136	AS	Biennially	10-AR-806
AS-36R	Report of Man-Months and Obligations CSS-633	Denver AS Field Office	Monthly	AS Memo
AS-39R.	Vehicle Operating Summary Record, CSS-82	Field Offices, except Commodity offices	Annually	12-AS
AS-40P	List of Scheduled Meetings to be Attended by Representatives of CSS	AS	Weekly	116-2
AS-47P	Statement of Matter Acquired Bearing Penalty Indicia, AD-299	AS	Annually	5-AS; 1-AR-427



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## ADMINISTRATIVE SERVICES DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
AS-51R	Contract Printing Report, JCP Form 2, Rev.	All Field Offices	Semi-Annually	9-AS
AS-61R	Report of Unanswered Jacketed Correspondence	Washington Divisions and Offices	Monthly	6-AS
AS-62P	Annual Report of Real Property Leased to U. S. Government(GSA-1166A)	AS	Annually	P&O Memo No. 16 (Rev.), Supp. 3
AS-63P	Annual Report of Real Property Owned by U.S. Government (GSA-1166).	AS	Annually	P&O Memo No. 16 (rev.) Supp. 3
AS-64P	Summary of Number of Installations Owned by U.S. Government (GSA-1209)	AS	Annually	GSA Circular No. 80, Rev. 3
AS-65P	Comparative Summary of Properties Leased to U.S. Government (GSA-1209A)	AS	Annually	GSA Circular No. 80, Rev. 3
AS-66P	General Purpose and Other Space Managed by GSA (GSA-1357)	AS	Annually	P&O Memo No. 34
AS-67P	Report of Surplus Real Property Disposals and Inventory (GSA-1100)	AS	Quarterly	P&O Memo No. 20, Supp. 1
AS-69R	Leased Wire Traffic Report	Commodity	Weekly	DAO Memo 12-16-58



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## AGRICULTURAL CONSERVATION PROGRAMS SERVICE

Reports Control Number	Title	Prepared by	Frequency	Authority
ACP-12R	Annual Statistical Report of the Agricultural Conservation Program, ACP-300, -302, -303	State Offices	Annually	Part 8, ACPS Handbook
ACP-18R	Reports of Emergency F-4 Practices 19__ - ACP	State Offices	Annually	Notice ACP-339
*--ACP-19R	Allocation Control Progress Report, ACP-305	State Offices	Varies	Notice ACP-451--*



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## BARTER AND STOCKPILING DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
BA-1R	Reports of Sales Made Against Barter Contracts	Commodity Offices	Daily as Sales Occur	1-BA
BA-2R	Reports of Completion of Deliveries Against Barter Contracts	Commodity Offices	Completion of Delivery	1-BA
BA-3R	Reports of Exports to Approved Countries Under Barter Contracts	Commodity Offices	Receipt of Proof of Exportation	1-BA



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## BUDGET DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
BU-1R	Operating Budget Report, CSS-193, CSS-194, CSS-195, CSS-196, CSS-197	Wash. Divisions and Offices; Commodity Offices	Annually & Varies	1-BU; 2-BU
BU-3R	Special, Trust and General Fund Receipts Recorded in the Administrative Fiscal and Fiscal Control Div., CSS Commodity and ASC State Offices by Division	FI	Annually	Memo 4-28-50
BU-4R	Summary of Expenditures ASC County Committees, CSS-498	State Offices	Quarterly	3-BU
BU-6R	Budget Estimate and operating Budget, CSS-194, 195, 140, 492, 614, 197	State and Insular Offices	Annually	3-BU
BU-7R	Reconciliation of CSS-498 with Section 388 Allotment Ledger	State Offices	Annually	3-BU
BU-9P	Comparison of Apportionments and Obligations AD-82	BU	Monthly	6-AR-379
BU-11P	Apportionment and Reapportionment Schedule, SF-132	BU	Varies	6-AR-301 & 302
BU-13P	Apportionment and Reapportionment Schedules for Corporations and Enterprises, SF-142	BU	Varies	6-AR-303 & 304
BU-18R	Work Status Report, CSS-612	Commodity Offices	Monthly	4-BU



REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

BUDGET DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
BU-19R	Statement of Earnings on Billed Deliveries for Supply Operations (Carbon Copy)	FI	Quarterly	Memo 1-14-58
BU-29R	Quarterly Report of Special Deposit - Account 12F5748	FI	Quarterly	Memo
BU-33R	Annual Travel Report	FI-BU	Annually	91-FI & 6-AR-391
BU-35R	Report on Visits of Investigators	Wash. Divisions & Offices, State & Commodity Offs.	Irregular	1-BU; 2-BU; 3-BU
BU-41R	Cumulative Report of Marketing Quota Penalties Status	FI	Semi-Annually	Memo
BU-43R	Monthly Summary of Allotment Transactions by States, Conservation and Use Appropriation	FI	Monthly	Fiscal Memo 4-25-51
BU-44R	Monthly Summary of Allotment Transactions by States, Sugar Act Funds, CSS-581	FI	Monthly	Fiscal Memo 4-25-51
BU-52R	Report of Activity by Fund CSS-633-1	Wash. Divisions & Commodity Offices	Quarterly	71-FI
BU-66R	Forms & Methods Used in Establishing County Office Allocations and Operating Budgets and Analyzing County Expenditures	State Office	Annually	3-BU



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## BUDGET DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
BU-88R	Estimates of Commodity Volume, Workload, Personal Services and Obligations, and Employment and Obligations Plans, Schedules A, B, C, D, and E	Commodity Offs.	Annually	2-BU
BU-90R	Report on Communication Costs	FI	Annually	91-FI
BU-91P	Acquisition of Passenger Carrying Vehicles	BU	Semi-Annually	6AR392
BU-93R	State Office Employment and Obligations, Section 388	State Offices	Monthly	3-BU
BU-95P	Quantity and Inventory Value of Commodities on Hand Which Have Not Been Offered for Sale in World Trade on a Competitive Basis, and Storage Charges on All Commodities Which Have Been Held by CCC For More Than 18 Months	Budget Division	Semi-Annually	House Report 303, 84th Congress
BU-96R	Determination of Agricultural Conservation Program Expenditures	State and Insular Offices	Annually	3-BU
BU-97R	Forecast of ASC State Office Employment, CSS-196	State and Insular Offices	Annually	3-BU
BU-98P	Report of Employment by Major Programs	BU	Monthly	8-AR-1359.55-57

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

BUDGET DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
*-- BU-101R	Determination and Certification of Total Funds Available for Conservation Materials and Services, Cash Payments and Requests for Allotment Advice Adjustments, ACP-252	State and Insular Offices	As needed	3-BU
BU-102R	Employees by Organizational Unit	Wash. Offs.	Quarterly	1-BU
BU-103P	Agency Financial Plan and Monthly Progress Reports	BU	Varies	6-AR-305
BU-104P	Project Obligation Estimates (AD-147) and Revision of Project Obligation Estimates (AD-148)	BU	Varies	6-AR-297 & 298

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## COMPLIANCE AND INVESTIGATION DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
CI-1R	Narrative Report	CI Field Offices	Monthly	Memo 11-6-50
CI-2R	Report of Man- Months and Obliga- tions, CSS-633	CI Field	Monthly	Memo 1-15-51
CI-3R	Progress Report on Administrative Action Concerning Investigation Reports	CI Field Offices	Irregular	150-1



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## COTTON DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
CN-14R	Annual Carryover Report	New Orleans Commodity Office	Annually	Annual Memo
CN-17R	Weekly Report of Cotton Loans and Repayments	New Orleans Commodity Office	Weekly	Memo 8-21-53
CN-28R	Report of Cottonseed Purchase Program, Cottonseed Purchase Form 6	State Offices	Weekly	10-CN
CN-50R	List of Approved Cotton Warehouses	New Orleans Commodity Office	Varies	12-CN
CN-76R	Report on Marketing Quota Violations - Cotton (MQ-106)	State Offices	Semi-Annually	5-CN 6-CN
CN-81R	Report of Cotton Registered for Export Under P.L. 480	New Orleans Commodity Office	Weekly	CN Memo 6-29-55
CN-89R	Forms Requirements Report _____ Year	State Offices	Annually	5-CN 6-CN
CN-91R	Spinnable Cotton Waste (Class A) Registered	Cotton Products and Export Operations Office	Monthly	DAO Memo 8-15-56
CN-92R	Cotton Products Exported	Cotton Products and Export Operations Office	Monthly	DAO Memo 8-15-56
CN-93R	State Summary of 19 ____ County Allotment Acreage History	State Offices	Annually	1-CN(60); 3-CN(60)

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

COTTON DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
CN-96R	State Summary of 19 ____ Cotton Allotments	State Offices	Annually	1-CN(60); 3-CN(60)
CN-97R	19 ____ County Cotton Acreage Summary Report for AMS	State Offices in Cotton Pro- ducing States	Annually	CN Notice 170
*--CN-100R	State Acreage Reserve for 19 ____	ASC State Offs.	Annually	1-CN(60); 3-CN(60)
CN-101R	Purchases of Choice A Cotton	New Orleans Commodity Off.	Weekly	DAO Memo 11-20-59 --*



## REPORTS CONTROL HANDBOOK

EXHIBIT 1-K  
9-DS

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## DISASTER LIVESTOCK FEED STAFF

Reports Control Number	Title	Prepared by	Frequency	Authority
DF-1R	Report of Farmer's Purchase Orders and Dealer's Certificates Issued	State Offices (Except Insular Offices)	Weekly	1-DF
DF-3R	Deliveries of Commodities Under Current Emergency Feed Program	Commodity Offs.	Weekly	1-DF





## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-1R	Analysis of Accounts 1701, 1741, 3001, 3440	Commodity Offs.	Quarterly	17-FI
FI-3R	Summary of Allotment Ledger Transactions, SF-1015a (Program)	Commodity Offs.	Monthly	87-FI 88-FI
FI-4R	Cumulative Report of Marketing Quota Penalties	State Offices	Semi-Annually	80-FI 5-TB
FI-5R	Analysis of Account 6701	Commodity Offs.	Monthly	17-FI
FI-7R	Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program)	Commodity Offs. Denver & Wash. FI Field Offs.	Monthly & Annually	87-FI; 88-FI; 94-FI
FI-8R	CCC Granary Storage Program Results	Commodity Offs.	Monthly	17-FI
FI-9R	Change in CCC Inventory, CCC Form 3	Commodity Offs.	Monthly	17-FI; 22-FI
FI-10R	Report of CCC Loans, CCC Form 244	Commodity Offs.	Monthly	17-FI; 22-FI
FI-13R	Post Closing Trial Balance and Statement of Income and Expense, CCC 202-1, -2, -3	Commodity Offs.	Monthly	17-FI
FI-18R	Analysis of Account 2101	Commodity Offs.	Monthly	17-FI

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-19R	Analysis of Selected Miscellaneous Accounts	Commodity Offs.	Monthly	17-FI
FI-23R	Report of Disbursements, CCC Form 217	Federal Reserve Banks and Branch Banks	Semi-monthly	8-FI
FI-24R	Report of Deposits, CCC Form 216	Federal Reserve Banks and Branch Banks	Semi-monthly	8-FI
FI-25P	Report of Financial Condition and Operations, CCC	FI	Monthly	
FI-26P	Financial Statements, SF-220, 221, 222 and 223	FI	Quarterly and Annually	91-FI; 6-AR-381
FI-27P	Report of Status of Appropriation Accounts SF-133	FI	Quarterly	91-FI; 6-AR-377; Budget-Treas. Regulation #1
FI-28P	Report of Cash Transactions Abroad, Budget Treasury Form 40-A and 40-B	FI	Quarterly	6-AR-382; Budget-Treas. Regulation #4
FI-29P	Report of Procurement of Food and Materials Abroad, Budget-Treasury Form 41	FI	Quarterly	6-AR-382; Budget-Treas. Regulation #4
FI-30P	Procurement Authorization Completion, ICA 11-13	FI	Varies	Request of ICA

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-36P	Status of Expenditures by States and Calendar Year	FI	Annually	BAE Memo 3-7-49
FI-37P	Direct Expenditures or Aid Made by CSS to States, Territories or Possessions	FI	Annually	Annual Request From Office of Budget and Finance
FI-40P	Statement of Expenditures, ACP and Sugar Act, U. S.	FI	Monthly	BAE Memo 10-7-49
FI-42R	Program Cost Report, CSS-629	Commodity Offices	Monthly	88-FI
FI-44P	Report on Status of Apportionments for Corporations and Enterprises, SF-143	FI	Quarterly	6-AR-380; Budget-Treas. Regulation #1
FI-47R	Report of Man-Months and Obligations, CSS-633	Wash. Divisions and Commodity Offices	Monthly	71-FI
FI-51R	Quarterly Report of U. S. Savings Bond Deductions	Denver and Wash. FI Field Offices & Insular Offices	Quarterly	83-FI; 89-FI
FI-52P	Quarterly Report of U. S. Savings Bond Deductions	FI	Quarterly	83-FI; 89-FI; 7-AR-423
FI-55R	Report of Appropriated Fund Transactions, CSS-459	State & Insular Offs.	Monthly	80-FI; 85-FI

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-56R	Report of Deposit Fund Account Transactions, CSS-460	State & Insular Offices	Monthly	80-FI; 85-FI
FI-57R	Report of Trust Fund Receipt, General Fund Receipt and Lapsed Appropriation (M) Accounts, CSS-461	State & Insular Offices	Monthly	80-FI; 85-FI
FI-63R	Special, Trust and General Fund Receipts	Commodity Offs.	Annually	June 30 Closing Instruction
FI-64R	Annual Report on Travel	Denver & Wash. FI Field Offs. & Insular Offs.	Annually	85-FI; 94-FI
FI-66R	Monthly Allotment Ledger Summaries by Appropriation and/or Limitation	Denver & Wash. FI Field Offs.	Monthly	91-FI; 94-FI
FI-69R	Statement of Allotment Transactions, CSS-581	State & Insular Offices	Monthly	80-FI; 85-FI
FI-71P	Consolidated Man-Months Summary	FI	Monthly	71-FI
FI-73R	Annual Summary of Retirement Fund Transactions, SF-2807-2, Rev.	Wash. & Denver FI Field Offs. Insular Offs.	Annually	83-FI; 89-FI
FI-74P	Annual Summary of Retirement Fund Transactions, SF-2807-2, Rev.	FI	Annually	83-FI; 89-FI; 91-FI; 7-AR-369



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-83R	Status Report on Claims by and Against CCC of \$20,000 or more, CCC-249	Commodity Offs. & FI	Annually	55-FI
FI-84R	Report of Claims Activities by and Against CCC, CCC-208	Commodity Offs. & FI	Quarterly	55-FI
FI-85R	Age Analysis of Claims on Hand, CCC-231	Commodity Offs. & FI	Annually	55-FI
FI-86P	Consolidated Report of CCC Claims Activities	FI	Quarterly	55-FI
FI-87P	Annual Report of CCC Claims Activities	FI	Annually	55-FI
FI-88R	Report of Use of Contract Numbers	TS; Commodity Divs.	Monthly	433-1
FI-89P	Report of Status of CCC Claims in Excess of \$20,000	FI	Annually	55-FI
FI-91P	Active and Announced Price Support Programs Approved by Board of Directors	FI	Monthly	
FI-94R	Monthly Estimate of Cash Receipts and Disbursements	Commodity Offs.	Monthly	17-FI
FI-95P	Monthly Estimate of Cash Receipts and Disbursements	FI	Monthly	Inst. from Treas. Dept.

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-98P	Loans Made on Selected Commodities by States	FI	Semi-Annually	Request from AMS
FI-99P	Loans Made to Cooperative Associations by Calendar Year	FI	Annually	Request from AMS
FI-100P	Tables on Loan and Purchase Activity of the CCC on a Calendar Year Basis for Inclusion in Agricultural Statistics	FI	Annually	Request from AMS
FI-101P	Loans Made from Organization and Loans Outstanding by Commodity Programs (CCC)	FI	Semi-Annually	Request from AMS
FI-102P	CCC Loans Made During Calendar Year and Loans Outstanding	FI	Annually	Request from AMS
FI-103R	Weekly Estimate of Cash Receipts and Disbursements	Commodity Offices	Weekly	17-FI
FI-104P	Weekly Estimate of Cash Receipts and Disbursements	FI	Weekly	Treas. Dept. Instruction
FI-110P	CCC Charts and Tables Providing a Graphic Summary of Operations	FI	Quarterly and Annually	Request of Administrator
FI-111P	Price Support and Related Operations (commodity surveys)	FI	Varies	Request of Administrator

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-112R	Annual Report of County Office Debts By Age, CSS-139	State Offs.	Annually	FI-444; 54-FI
FI-113P	Annual Report of County Office Debts by Age	FI	Annually	55-FI
FI-117R	Leased Wire Advices	Federal Reserve Banks & Branch Banks	Daily	8-FI
FI-120P	Receipts and Disbursements by Federal Reserve Bank Districts	FI	Daily	Request of Treas. Dept.
FI-134R	Estimated Losses, CCC-277	Wash. Commodity Divs.	Quarterly	Quarterly FI Memo
FU-145R	Analysis of Account 7702	Commodity Offices	Monthly	17-FI
FI-146P	Report of Cash Transactions U. S. Government Corporation	FI	Monthly	Treasury Circular #940
FI-151R	Special Report on Commercial Facilities Suspected of Irregularities in Storage of CCC-Owned Commodities - CCC Form-508	Commodity Offices	Narrative Quarterly; CCC Form 508 Varies	55-FI

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-152R	Trial Balance on Certificates of Interest	Chicago Federal Reserve Bank	Monthly	564-4
FI-153R	Report of State Office Claims Activities, CCC-317	Commodity Offs.	Semi-annually	55-FI
FI-154R	Age Analysis of State Office Claims, CCC-318	Commodity Offs.	Annually	55-FI
FI-157R	Report of New or Reopened Claims, CCC-321	Wash. Divisions	Varies	55-FI
FI-163R	Man-Months, Employment and Obligations by Object Class & Program CSS-633-3	State & Insular Offices	Monthly	72-FI
FI-167R	Purchase or Sales Abstract and Availability Records, CSS-76	Wash. Commodity Divs. & Commodity Offices	Irregular	715-2
FI-168R	Checklist of Abstracts and Related Documents Issued	Wash. Commodity Divs. & Commodity Offices	Weekly	715-2
FI-169R	Analysis of Cost of Financing - Title I, P. L. 480, CCC Form 332	Commodity Offices	Monthly	17-FI
FI-170R	Statement of Receipts and Disbursements	Denver FI Field Office	Monthly	FI Memo 7-9-54
FI-171R	Statements of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36	ASC State & Insular Offices; Commodity Offs.	Monthly	80-FI; 87-FI; 85-FI; 88-FI



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-172R	Annual Insurance Participation	Wash. & Denver FI Field Offs; Hawaii & Puerto Rico	Annually	83-FI; 89-FI
FI-173P	Annual Insurance Participation	FI	Annually	89-FI; 7-AR-425.9
FI-174R	Report of Cash Transactions	New Orleans Commodity Office	Monthly	FI Memo 2-14-55
FI-175P	Report of Title I Operations (P. L. 480)	FI	Weekly or as Program Activity warrants	
FI-176P	Report of Title II Operations, (P. L. 480)	FI	Weekly or as Program Activity warrants	
FI-179P	Analysis of P. L. 480, Title I Transactions	FI	Monthly	B & F Request 1-24-55
FI-182R	Listing of Installations	Wash. & Denver FI Field Offs.; Puerto Rico & Hawaii	Initial Submission Supp. Rpts. as changes occur	83-FI; 89-FI
FI-183R	Report of Federal Employment and Wages	Wash. & Denver FI Field Offs.; Puerto Rico and Hawaii	Quarterly	83-FI; 89-FI

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-189P	Report to Foreign Agric. Service of Expenditures from International Co-operation Administration Funds	FI	Monthly	Memo from FAS
FI-190P	Certification of Unliquidated and Unobligated Balances of Appropriated Funds - Sec. 1311	FI	Annually	91-FI; 6-AR-383
FI-191R	Statement of Over-expended Allotments	Denver & Washington FI Field Offices	AS Needed	94-FI
FI-192P	Appropriation Summary Report of Participating Agencies Financial Activity Charged Against ICA Symbol 72 Allocations (ICA-7-20)	FI	Monthly	Request from ICA
FI-202R	Wire Report of Soil Bank Payments	Commodity Offices	Monthly	DAO Memo 8-29-57
FI-203P	Status of Active Exchange Contracts	FI	Monthly	Div. Instruction
FI-209R	Annual Certified Report of Unliquidated Obligations, Form CSS-607	Washington Divisions & Commodity Offs.; State & Insular Offices	Annually	71-FI; 72-FI; 87-FI; 80-FI

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-210P	Statement of Funded Checking Account and Report of Checks Drawn on Treasurer of the U.S., SF-1178	FI	Monthly	Treas. Dept. CP&R Memo #3
FI-211P	Recapitulation of Block Control Level Totals of Checks Issued, SF-1179	FI	Monthly	Treas. Dept. CP&R Memo #3
FI-212R	Quarterly and Annual Reports of Cumulative Obligations and Man-Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3	Washington Divisions & Commodity Offices; State & Insular Offs.	Quarterly & Annually	71-FI; 72-FI
FI-213R	Report of Accomplished Soil Bank Program Collections	State Offs.	Monthly	2-SB; 7-SB(58)
FI-215R	Frequency Distribution Report	Kansas City, New Orleans & Evanston Commodity Offices	Annually	17-FI
FI-216P	Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program)	FI	Monthly	91-FI
FI-217P	Post Closing General Ledger Trial Balances	FI	Annually	91-FI
FI-218P	Allotment Ledger Summary	FI	Monthly	91-FI
FI-220P	Report of Reimbursements	FI	Monthly	91-FI

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-222R	Report of CCC Loans, Comm. Cred. Corp. Form 420	Kansas City and Evanston Commodity Offices	Monthly	17-FI
FI-223R	Certificate of Interest Transactions	Kansas City and Evanston Commodity Offices	Monthly & Semi-Annually	17-FI
FI-224P	Payments to Producers Participating in Acreage Reserve Program	FI	Quarterly	Division Requirement
FI-225P	Payments Under Contracts With Producers - Conservation Reserve Program	FI	Monthly	Division Requirement
FI-226P	Status Report - Barter Contracts	FI	Quarterly	GSA Memo 8-20-58
FI-227P	Unit Values of CCC Materials Held in Inventory	FI	Quarterly	GSA Memo 9-26-58
FI-229P	Annual Report of Bonding Activity	FI	Annually	7-AR-144
FI-230R	Report of Unpaid Claims Chargeable to Lapsed Appropriation Balances	State & Insular Offices	Annually	80-FI
FI-231R	Report of Emergency Feed Program Claims	Designated State Offices	Semi-Annually	54-FI
FI-232R	Annual Report on Communications Services	Insular Offices; Wash. & Denver FI Field Offs.	Annually	85-FI; 94-FI



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
FI-233R	Report of Sales Under Credit Approvals	Commodity Offs.	As Sales Made	DAO Memo 11-28-58
FI-234R	Payments in Excess of \$50,000	Commodity Offs.	Monthly	17-FI
*--FI-235P	Payment in Kind Export Certificate Transactions	FI	Monthly & Annually	FI & GSM Agreement
FI-236R	Statements Required Only as of June 30	Commodity Offs.	Annually	17-FI
FI-237R	Storage & Handling Charges on Grain Commodities	Evanston, K.C., Mpls., Dallas, & Portland Comm. Offices	Monthly & Annually	17-FI
FI-238P	Annual Report of CCC Warehouse Shortage & Deterioration Cases	FI	Annually	55-FI
FI-239P	Report of CCC Claims Activities in State Offices	FI	Semi-Annually	55-FI
FI-240P	Report of Emergency Feed Program Claims	FI	Semi-Annually	55-FI
FI-241P	Summary of Barter Transactions for Strategic and Critical Materials for National and Supplemental Stockpiles	FI	Semi-Annually	GSA Memo 1-5-59
FI-242R	Oldest Crop Year Price Support Inventories	Evanston, Dallas, K. C., Mpls., and Portland Commodity Offices	Quarterly	Quarterly FI Wires

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FOOD AND MATERIAL DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
MA-1R	Quarterly Report Under Defense Production Act	Defense Planning Committees	Quarterly	FM Memo 4-4-57
MA-7P	Fertilizer Situation	FM	Annually	Division Instruction
MA-9P	Stockpile Report to the Congress	FM	Semi-Annually	Periodic Requests From ODM
FM-11P	Agriculture's Defense Activities	FM	Quarterly 3 Quarters & Annually	Section 712(b) P.L. 774, 81st Congress
FM-12P	The Pesticide Situation	FM	Annually	Division Instruction
*--FM-13R (Formerly AS-52R)	Report on Issuance of FCDA Identification Cards and Vehicle Markers	Commodity Offices; Designated State Offices	Semi-Annually	DAO Memo 6-3-55 DAPA Memo 5-20-58
FM-14P (Formerly AS-53P)	Report on Issuance of FCDA Identification Cards and Vehicle Markers	FM	Semi-Annually	Personnel Memo 5-4-55

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FRUIT AND VEGETABLE DIVISION - AMS

Reports Control Number	Title	Prepared By	Frequency	Authority
FV-76R	Report of Shipping Instructions Issued on Canned Fruits and Vegetables, Sec. 6 School Lunch Program	Cincinnati & Portland Comm. Offices	Weekly	Memo from Richards 8-1-54
FV-77R	Report on Irish Potato Starch and Flour Diversion Program	Designated State Offices	Weekly	724(Potatoes)-3
FV-78R	Weekly Purchase Report	State Offices	Weekly	724(FV)-1
FV-79R	Final Purchase Report	State Offices	End of Program	724(FV)-1
FV-80R	Weekly Operations Report - Irish Potato Livestock Feed Diversion Program	Designated State Offices	Weekly	724(Potatoes)-4



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GENERAL SALES MANAGER

Reports Control Number	Title	Prepared by	Frequency	Authority
GSM-1R	Monthly Report of CCC Export Sales in Excess of \$100,000, CCC Form 367	Wash. Commodity Divisions and Commodity Offs.	Monthly	1-SM
GSM-2R	Monthly Report of Commercial Wheat Export Sales Under CCC Payment in Kind Program and Commercial Flour Export Sales Under CCC Cash Payment Program in Excess of \$100,000	GR	Monthly	1-SM
GSM-3P	Progress Report on Orderly Liquidation of Commodities Held by CCC	GSM	Annually	PL 540, 84th Congress
*--GSM-4R	Outstanding Value of Feed Grain PIK Certificates	Evanston, Portland, Dallas, Mpls., & K.C. Commodity Offices	Daily	DAO Wire 9-17-59
GSM-5R	PIK Certificate Redemption Prices for Rough Rice	Dallas Commodity Office	Weekly	DAO Wire 5-17-60 --*



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GRAIN DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
GR-36R	Excess Non-Expendable Equipment and Granaries Owned by CCC	State Offices	Annually	7-GR
GR-37R	Monthly Report Based on CCC Grain Form 629	State Offices	Monthly	9-GR
GR-39R	Quarterly Report of Storage Structures and Equipment	Commodity Offices	Quarterly	17-FI
GR-41R	List of Approved Warehouses (Grain (copy))	Commodity Offices	Annually with Monthly Sups.	17-GR
GR-42R	Leased Facilities	Commodity Offices	Quarterly	669-1
GR-43R	CCC-Owned Commodities in CCC-Owned or Operated Structures	Commodity Offices	Monthly	669-1
GR-46P	Status of Storage Guarantee Agreement Applications	GR	Monthly	Division Requirement
GR-48P	Report of Grain Bins on Hand	GR	Quarterly	Board Request 2-12-52
GR-61R	Report of Rental of CCC Grain Bins	State Offices	Quarterly	7-GR
GR-96R	Report on Marketing Quota Violations - (MQ-106-Grain)	State Offices	Semi-Annually	3-Wheat(Rev.1) 5-Rice(Rev.1)
GR-98R	State Estimates of Take-over and Reports of Purchase Agreement Deliveries	State Offices (Except Insular)	Varies	14-GR

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GRAIN DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
GR-118R	Sales of CCC-Owned Commodities	State Offices	Weekly	11-GR
GR-119R	Bin Site Directory	State Offices	Annually as changes made	7-GR
GR-120R	State Summary of Rice Acreage Data	State Offices	Annually	3-Rice 4-Rice
GR-121R	State Summary of New Producer Data and Total Acreage Allotted	State Offices	Annually	3-Rice; 4-Rice
GR-122R	State Summary of County Data and Total Acreage Allotted to Producers on Regular Listings	State Offices	Annually	3-Rice; 4-Rice
GR-124R	19__ Wheat Compliance and Diversion Report, CSS-525	Designated State Offices	Annually	2-Wheat
GR-125R	Reserve Fleet Daily Report of General Conditions	Evanston and Portland Commodity Offices	Daily	13-GR
GR-126R	Reserve Fleet Vessel Cyclical Report	Evanston and Portland Commodity Offices	Monthly	13-GR
GR-132R	19__ Wheat Listing Sheet State Summary and Related Data	Designated ASC State Offices	Annually	2-Wheat; 2-Wheat(61)
GR-134R	Grades of Corn Withdrawn from Bin Sites	Designated State Offices	Monthly	9-GR



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GRAIN DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
GR-135R	Grain Commodity Dispositions and Stocks Positions	Portland, Dallas, K.C., Evanston, and Minneapolis Commodity Offices	Weekly	639(Grain 59)-1
GR-139R	Frequency Distribution of Farms by Size of Acreage, CSS-527 and CSS-527-1	Designated State Offices	Annually	2-Wheat
GR-141R	Report of Market Prices and Other Market Information	Evanston, Dallas, K.C., Minneapolis and Portland Comm. Offices	Daily	704(Wheat)-1
GR-142R	Cumulative Report of Commodity Loan Activity, CCC-388, CCC-416	Kansas City & Evanston Comm. Offices	Monthly	19-GR
GR-143R	Cumulative Report of Purchase Agreement Activity CCC-396, CCC-416	Kansas City & Evanston Comm. Offices	Monthly	19-GR
GR-145R	List of Deficient Houses-Occupancy Contracts	Commodity Offices	Monthly	663(Grain)-3
GR-146R	Feed Wheat Application Data	State Offices	Annually	3-Wheat (Rev. 1)
GR-147R	Number and Capacity of Facilities Approved Under CCC Uniform Storage Agreements	Evanston, K.C., Minn., Dallas & Portland Comm. Offices	Quarterly	17-GR
GR-148R	Wheat Farm Acreage Data - "New" Commercial Wheat States	State Offices	Annually	4-Wheat

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

GRAIN DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
*--GR-149R	19__ State Summary of Wheat History Acreage	State Offices	Annually	2-Wheat
GR-150R	Grain Inventory Report	State Offices	Weekly	8-GR
GR-152R	Cumulative Report of Texas Flaxseed Purchase Program	Texas State Office	Monthly	23-GR(60)
GR-153R	Frequency Distribution of 19__ Farm Rice Acreage Allotments	State Offices	Annually	3-Rice; 4-Rice
GR-154R	State Summary of County Rice Yield Data	State Offices	Annually	3-Rice; 4-Rice--*



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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## INFORMATION DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
IF-10P	Information Purchase Report	IF	Irregular	
IF-11P	Information Sales Report	IF	Irregular	
IF-12P	Report of the President of the Comm. Credit Corp.	IF	Annually	15 U.S.C. 714K-62 Stat. 1073

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## INTERNAL AUDIT DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
IA-1R	Report of Man-Months Applied	IA-Wash. & Field Offices	Monthly	Internal
IA-2R	Monthly Report of Audit Activities	IA-Wash. & Field Offices	Monthly	Internal
IA-5R	Audit Report Transmittal Form CSS-128	IA-Wash. & Field Offices	Irregular	Internal
IA-9R	Estimated Number of Audit Reports to be Released During the Month	IA-Wash. & Field Offices	Monthly	Internal
IA-12R	Report of Change in Personnel	Area Audit Offices	Irregular	Internal
IA-14P	Monthly Travel Report	AU	Irregular	Internal
IA-15R	Report of Man-Months and Obligations, CSS-633	Area Audit Offices	Monthly	Internal
IA-17P	Status of Uncleared Audit Reports	AU	Monthly	1-AU

6-14-60

(Amend. 2)



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## LIVESTOCK AND DAIRY DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
LD-28R	Daily Teletype Report of Dairy Products Purchased by Commodity Offices	Commodity Offices	Daily	Program Authorization
DA-29P	Weekly Report of Dairy Products Disposed of Under Price Support Programs	LD	Weekly	Division Instructions
DA-31P	Daily Report of Dairy Products Purchased Under Price Support Program	LD	Daily	Division Instruction
DA-33P	Purchases and Sales of Dairy Products by U. S. Department of Agriculture	LD	Quarterly	Division Instruction
LD-44R	Merchandising List of Dairy Products	Cincinnati and Portland Commodity Offices	Monthly - Cincinnati Quarterly - Portland	Memo 7-23-58
LD-47R	Register of Applications for Payment	County Offices	Monthly	1-LD 2-LD
LD-50R	Recapitulation Report of Wool Promotion Fund Deductions	State Offices	Twice Yearly	1-LD
LD-51P	Summary of Reports of Wool Payments	LD	Varies	1-LD
LD-52R	Commercial Sales of Dairy Products at Announced Prices	Cincinnati and Portland Commodity Offices	Daily	732(Dairy)-1

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## LIVESTOCK AND DAIRY DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
LD-53R	Summary of Inventory Holdings	Cincinnati Commodity Office	Semi-monthly	Memo 7-23-58
LD-54R	Claims Settlements of Dairy Products Resulting in Inventory Reductions	Cincinnati and Portland Com- modity Offices	Varies	DAO Wire 11-14-58
*--LD-56R	Sales of Dairy Products by Country of Destination	Cincinnati and Portland Comm. Offices	Monthly	DAO Memo 1-15-60 --*

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OILS AND PEANUT DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
OP-2P	Opening Market Quotations	OP	Daily	Division Instruction
OP-22R	Cumulative Inventory Report, CCC Peanut Forms 24A, 24B and 24C	3-Peanut Associations	Biweekly	OP Instruction 10-1-57
OP-42R	Peanut Marketing Quota Producer Violations MQ-106 (Peanuts)	State Offices	Quarterly	1-OP
OP-60R	Report of Recommended New Farm Allotments	State Offices	Annually	1-OP
OP-68R	Report of Commodities Stored in Warehouses as of End of Month	Commodity Offices	Monthly	650-3
OP-70P	19__ Crop Peanut Support Activities	OP	Varies	OP Operation
OP-74R	State Allotment Summary	State Offices	Annually	1-OP
OP-75R	Estimate of Forms Requirements	State Offices	Annually	1-OP
OP-76R	State Summary of County Normal Yield	State Offices	Annually	1-OP
OP-77R	Cottonseed-Cottonseed Oil Program Activity Report	New Orleans Commodity Offs.	Weekly & Monthly	DAO Memo 12-3-58
*--OP-78R	Shelled Peanut Inventory	Dallas Comm. Office	Monthly	DAO Memo 2-24-59--*





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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## \*- OPERATIONS ANALYSIS STAFF

Reports Control Number	Title	Prepared by	Frequency	Authority
OA-1R (Formerly PM-58R)	Report on Management Improvement Activities	Washington Offices & Commodity Offs.	Varies	DAO Memos-6-27-58; 9-22-59; 12-31-59
OA-2P (Formerly PM-59P)	Report on Management Improvement Activities	OA	Semiannually	Sec. Memo 1424
OA-3R (Formerly FI-197R)	Progress Report - Mechanization	Commodity Offices	Quarterly	124-1--*



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
PM-1R	Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation	PM Field Office; Commodity Offices; Caribbean Area Office	Annually	11-PM
PM-2P	Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation	PM	Annually	8AR1335
PM-3P	Monthly Report of Federal Civilian Employment, SF-113	PM	Monthly	8AR1332
PM-5P	Annual Report on Geographic Distribution of Federal Employees	PM	Annually	8AR1336
PM-6R	Annual Report on Geographic Distribution of Federal Employees	PM Field Office; Commodity Offices; Caribbean Area Office	Annually	11-PM
PM-10R	Length of Service Awards	PM Field Office; Commodity Offices; Caribbean Area Office	Annually	11-PM
PM-11P	Length of Service Awards	PM	Annually	8AR2433
PM-14P	Annual Report of Cooperating and Collaborating Personnel	PM	Annually	11-PM; 8AR1344

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
PM-15R	Monthly Report of Persons Who Have Retired During the Month	PM Field Office; Commodity Offices; Caribbean Area Office	Monthly	11-PM
PM-16P	Monthly Report of Persons Who Have Retired During the Month	PM	Monthly	8AR1342
PM-22R	Report on Operation of the Awards Program	All Wash. Divs. & Offs; All Field Offices	Semiannually	7-PM
PM-28P	Report of Incentive Awards Program	PM	Quarterly & Annually	OP Memo P-1012 Rev., 8AR2443; 7-PM
PM-31P	Quarterly Report of Cash Awards	PM	Quarterly	OP Memo P-1012
PM-32R	Teletype Report on Obligations and Man-Months	PM Field	Monthly	PM Memo
PM-34R	Monthly Report of Federal Civilian Employment SF-113	PM Field Office; Commodity Offs.; Caribbean Area Office	Monthly	11-PM
PM-39P	Report of Positions Occupied by Retention Group III Employees in Washington Metropolitan Area	PM	Monthly	11-PM; 8AR1357
PM-41R	Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations	PM Field Office; Commodity Offices; Caribbean Area Office	Annually	11-PM

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
PM-42P	Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations	PM	Annually	8AR1350-1352
PM-43R	Report of Position Incumbents for Official Register (Form CS-115A)	PM Field Office; Commodity Offices; Caribbean Area Office	Annually	11-PM
PM-44P	Report of Position Incumbents for Official Register (Form CS-115A)	PM	Annually	Civil Service Comm. Request
PM-45R	Report on Survey of Accuracy of <del>Position</del> Descriptions	PM Field Office; Commodity Offices; Caribbean Area Office	Annually	11-PM
PM-46P	Report on Survey of Accuracy of Position Descriptions	PM	Annually	8AR105c
PM-47R	Report on Sensitive Positions	PM Field Office; Commodity Offices; Caribbean Area Office	Semimonthly	11-PM
PM-48P	Report on Sensitive Positions	PM	Semimonthly	8AR2355
PM-50R	Health Service Report	Commodity Offices	Monthly	8-PM
PM-53R	Report of Membership - CSS Incentive Awards Committee	All Wash.Div. & Offices; all Field Offices	Annually & as changes occur	7-PM

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
PM-54P	Quarterly Accident Summary (AD-135)	PM	Quarterly	8AR1822c7
PM-55P	Report of Separated Career Employee Program	PM	Monthly	11-PM; 8AR993
PM-56P	Report of Delegated Personnel Authority	PM	Annually	11-PM; 8AR331
PM-57P	Annual Report of Incumbents in Super-Grade Positions	PM	Annually	11-PM; 8AR1358- 1359.50
*--PM-60R	Current Position Charts	PM Field Office; Commodity Offices; Caribbean Area Office	Semiannually	DAO Memo 6-12-59
PM-61R	Report on Outside Training Completed	Wash. Offices & Divisions; State & Commodity Offices	Annually	6-PM
PM-62P	Report on Outside Training Completed	PM	Annually	8AR1506--*



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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SOIL BANK DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
SB-14P	Conservation Reserve Program of the Soil Bank-Statistical Summary	SB	Annually	Agr. Act of 1956 (Sec. 108c)
SB-15R	Violation Report - Acreage Reserve, Form CSS-844(SB)	State Offices	Quarterly	7-SB(58)
SB-17R	Violations Report - Conservation Reserve, Form CSS-851	State Offices	Quarterly	Notice SB-136
*--SB-18R	Conservation Reserve Progress Reports	New Orleans Commodity Office	Varies	DAO Memo 11-13-59
SB-19R	Report of Conservation Reserve Practice Payments by Types of Practices	New Orleans Commodity Office	3 Times a Year	DAO Memo 12-2-59--*





## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
SU-1R	Summary of Sugar Programs	State Offices & Puerto Rico	Annually	2-SU; 4-SU; 5-SU
SU-2R	Monthly Report of Draw-back Allowances, SU-19	Collectors of Customs	Monthly	Letter Dec. 1948
SU-23R	Sugar Receipts and Inventory Reports, Summary of SU-62 and SU-62A	Bureau of Census	Annually	Letter July, 1954
SU-26P	Certification of New York Coffee & Sugar Exchange Daily Prices of Raw Sugar (Duty Paid Basis, Delivered, New York)	SU	Weekly	Initiated Oct. 1948
SU-31P	Summary of Sugar Act Payment Data	SU	Annually	Initiated 1938
SU-32R	Sugar Beet Marketing Report, SU-107	State Offices	Annually	2-SU
SU-34R	Recapitulation of Final Manufacturing Reports of Sugarcane Factories by Crop Years	Florida & Louisiana State Offices	Annually	4-SU
SU-36R	Recapitulation of Form SU-128 Showing Prices Paid for Sugarcane Delivered to Sugar Mills, ____ Crop	Florida & Louisiana State Offices	Annually	4-SU
SU-37R	Manufacturing Report SU-151	Puerto Rico	Annually	5-SU
SU-40R	Returns, Cost & Profits of Florida Sugarcane Producers & Raw Sugar Processors, ____ to ____ Crops	SU	Varies	Personal Contact

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
SU-41R	Returns, Costs & Profits of Louisiana Sugarcane Producers & Raw Sugar Processors ____ to ____ Crops	SU	Varies	Personal Contact
SU-42R	Returns, Costs, and Profits, of the Puerto Rican Sugar Industry, 19__ to 19__ Inclusive	SU	Varies	Personal Contact
SU-43R	Returns, Costs, & Profits, Sugar Beet Production ____ Crop, Beet Sugar Processing, 19__ to 19__ Crops	SU	Varies	Personal Contact
SU-44R	Returns, Costs & Profits of the Hawaiian Sugar Industry, 19__ to 19__ Crops	SU	Varies	Personal Contact
SU-49R	Child Labor & Wage Claims Reports	State Offices; Puerto Rico	Annually	2-SU; 4-SU; 5-SU
SU-51P	Primary Sugar Distribution	SU	Weekly	Initiated 1942
SU-52R	Weekly Sugar Production Report	Louisiana & Florida State Offices; Puerto Rico	Weekly - During Harvest	Letter Sept. 1947; Wire 5-22-58
SU-59R	Annual Summary Report of Hawaiian Sugarcane Program Data	Hawaii	Annually	6-SU
SU-61P	Sugar Reports	SU	Monthly	Initiated May 1949
SU-64R	Progress Report on Applications for Payment	State Offices; Puerto Rico	Biweekly	2-SU; 4-SU; 5-SU

## REPORTS CONTROL HANDBOOK

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
SU-67R	Wage Compliance Report	Sugar Beet State Offices; Hawaii; Puerto Rico	Annually	2-SU; 6-SU; 5-SU
SU-68R	Prevailing Wage Rates Reports - Louisiana and Florida Cane	Louisiana and Florida State Offices	Semiannually-Florida; Annually - Louisiana	4-SU
SU-89R	Child Labor Report - Hawaiian Sugarcane	Hawaii	Annually	6-SU
SU-90R	Wage Claims Report - Hawaiian Sugarcane	Hawaii	Annually	6-SU
SU-93R	Progress Report on Applications for Payment - Hawaiian Sugarcane	Hawaii	Monthly	6-SU
SU-94R	Production of Sugar by Types as Reported on Forms SU-123 - By Factories - Louisiana	Louisiana State Office	Annually	SU Memo 2-26-57
SU-95R	Recovery of 90° Raw Sugar & Other Data Taken From Forms SU-123 - By Factories - Louisiana	Louisiana State Office	Annually	SU Memo 2-26-57
SU-96R	Recapitulation of Final Trash Reports Company - Owned Sugarcane - Purchased Sugarcane & Total Sugarcane - By Factories	State Offices- (Sugarcane Area)	Annually	4-SU
SU-97R	Production of Molasses & Syrup by Factories - Louisiana	Louisiana State Office	Annually	SU Memo 2-26-57

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SUGAR DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
SU-98R	Production of Sugar by Types- Florida Mills	Louisiana State Office	Annually	SU Memo 2-26-57
SU-99R	Production of Blackstrap Molasses - Florida Mills	Louisiana State Office	Annually	SU Memo 2-26-57
SU-100R	Selling and Delivery Expenses on Sugar & Molasses (Virgin Islands & Puerto Rico)	Puerto Rico	Annually	5-SU
SU-102R	Schedule Showing Method of Settlement to be Used by Puerto Rican Allottees	Puerto Rico	Annually	5-SU
SU-103R	Statement of Sugar Yield During Grinding Season - Puerto Rico	Puerto Rico	Annually	5-SU
SU-104R	Gross Proceeds and Handling and Delivery Expenses on Raw Sugar	Hawaii	Annually	SU Memo 4-15-57
SU-106R	State Estimates of Take- Over (Two Reports)-Honey	ASC State Offices	Varies	7-SU
SU-109R	List of Approved Abandon- ment and Deficiency Areas	State Offices & Puerto Rico	Annually	2-SU; 4-SU; 5-SU
SU-110R	Approved Prevented Acreage Summary	State Offices	Annually	2-SU
SU-111R	Annual Fair Price Compliance Report	State Offices & Puerto Rico	Annually	2-SU; 4-SU; 5-SU; 6-SU

## REPORTS CONTROL HANDBOOK

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
*--SU-112R	Report on Redetermination of Shares Involving Improper Credit for Per- sonal History & Copy of Check and Record Sheets	State Offices (Sugar Beet Area)	Varies	2-SU
SU-113R	Report of Honey Taken Over	State Offices	Annually	7-SU--*







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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## TOBACCO DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
TB-7R	Foreign Agriculture Service Reports, Naval Stores	Agricultural Attaches	Annually and Semiannually	TB Memo 9-29-55
TB-10R	Preliminary Allotment Data (Old and New Farms)	State Offices	Annually	1-TB(60) 8-TB(59)
TB-11R	Final Allotment Data (Old and New Farms)	State Offices	Annually	1-TB(60) 8-TB(59)
TB-12P	Yearly Report of Tobacco Acreage	TB	Annually	
TB-13R	Production Data	State Offices	Annually	5-TB
TB-14R	Harvested Acreage	State Offices	Annually	5-TB
TB-15R	Across-State-Line Movement of Farm Tobacco	State Offices	Annually	5-TB
TB-16P	Tobacco Production, Harvested Acreage of Tobacco, and Across-State-Line Movement of Tobacco	TB	Annually	
TB-17R	Tobacco Marketing Quota Producer Violations MQ-106 (Tobacco))	State Offices	Quarterly	5-TB
TB-18P	Quarterly Report on Tobacco Marketing Quota Violations & Penalties Collected	TB	Quarterly	
TB-19P	Review Committee Determinations on Producers' Appeals with Respect to Their Tobacco Acreage Allotments	TB	Annually	

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## TOBACCO DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
TB-30R	Authorization to Issue Memoranda of Sale	State Offices	Annually	5-TB
TB-37R	Report of Loans and Redemptions Naval Stores	American Turpentine Farmers Assoc. Cooperative	Irregular	Loan Program
TB-38R	Warehouse Inspection Report (Rosin)	American Turpentine Farmers Assoc. Cooperative	Every 4 Weeks	Loan Program
TB-39R	Warehouse Inspection Report (Turpentine)	American Turpentine Farmers Assoc. Cooperative	Every 4 Weeks	Loan Program
TB-55R	Tabulation of Buyers' Reports	State Offices	Annually	5-TB
TB-59R	19__ Excess Acreage	State Offices	Annually	1-TB(60); 8-TB(59)
TB-61R	19__ Acreage of Each Kind of Tobacco Devoted in 19__ to the Conservation Reserve Program	State Offices	Annually	1-TB(60); 8-TB(59)
TB-62R	19__ Net Allotted Acreage Preserved Pursuant to Section 377 of the Act	State Offices	Annually	1-TB(60); 8-TB(59)
TB-64R	Size Breakdown of Allotments 19__	State Offices	Annually	1-TB(60); 8-TB(59)
TB-67R	Report on Discount Varieties of Flue Cured Tobacco Planted	Designated State Offices	Weekly (During Season)	5-TB

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## TOBACCO DIVISION (Con.)

Reports Control Number	Title	Prepared by	Frequency	Authority
*--TB-69R	Report of Farm Sales of Discount Variety Flue- Cured Tobacco	State Offices	Annually	5-TB
TB-70R	Report of Handbook and Form Requirements for Future Years and Sug- gested Changes	State Offices	Annually	5-TB
TB-71R	Report of Burley Sales	Designated State Offices	Annually	5-TB--*



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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## TRANSPORTATION AND STORAGE SERVICES DIVISION

Reports Control Number	Title	Prepared by	Frequency	Authority
TW-1P	Ocean Shipment or Release to Another Agency, Form ICA 11-9 (Ocean Freight Costs)	TS; Commodity Divisions	Irregular	602-1
TW-3P	Cargo Space Booked	TS	Weekly	ICA Request 10-10-50
TW-10R	Report of Shipments Under P.L. 480 (Two Reports)	N.O. Commodity Office; BA & LD Divisions	Biweekly	T&SS Memo 3-9-55
TW-11P	Report of Shipments Under P.L. 480	TS	Quarterly	Maritime Admin. Request 1-28-55



RECURRING REPORTS REQUIRED BY WASHINGTON  
OF ASC STATE AND/OR INSULAR OFFICES

Reports Control Number	Title	Frequency	Authority
<u>Deputy Administrator, Production Adjustment</u>			
DAPA-1R	Report of Marketing Review Cases	Annually	2-PA
DAPA-2R	Acreage Performance Progress Report	Semimonthly	1-PP
DAPA-5R	ASC County Committees	Annually	1-CA, Part 1
DAPA-15R	State Summary of Marketing Quota Referendum Ballots, MQ-8, and Number of Eligible Voters	Completion of Referendum	1-PA
DAPA-17R	Premeasurement Progress Report	Semimonthly	3-PP
DAPA-18R	Report on General Review of County Offices	Annually	1-SA

Administrative Services Division

AS-23R	Report of Space Use, SF-123	Annually	13-AS
AS-29R	Report of Records Holdings, CSS-392	Biennially	2-AS
AS-39R	Vehicle Operating Summary Record, CSS-82	Annually	12-AS
AS-51R	Contract Printing Report, JCP Form 2 Rev.	Semiannually	9-AS



Reports Control Number	Title	Frequency	Authority
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Agricultural Conservation Program Service (Con.)

ACP-12R	Annual Statistical Report of the Agricultural Conservation Program, ACP-300 ACP-302, ACP-303	Annually	ACPS Handbook, Part 8
ACP-18R	Reports of Emergency F-4 Practices - 19__ - ACP	Annually	Notice ACP-339
*--ACP-19R	Allocation Control Progress Report, ACP-305	Varies	Notice ACP-451--*

Budget Division

BU-4R	Summary of Expenditures, ASC County Committees, CSS-498	Quarterly	3-BU
BU-6R	Budget Estimate and Operating Budget, CSS-194, 195, 140, 492, 614, 197	Annually	3-BU
BU-7R	Reconciliation of CSS-498 with Section 388 Allotment Ledger	Annually	3-BU
BU-35R	Report on Visits of Investigators	Irregular	3-BU
BU-66R	Forms and Methods Used in Establishing County Office Allocations and Operating Budgets and Analyzing County Expenditures	Annually	3-BU
BU-93R	State Office Employment and Obligations, Section 388	Monthly	3-BU
BU-96R	Determination of Agricultural Conservation Program Expenditures	Annually	3-BU

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Budget Division (Con.)

BU-97R	Forecast of ASC State Office Employment, CSS-196	Annually (Revisions as Necessary)	3-BU
*--BU-101R	Determination and Certification of Total Funds Available for Conservation Materials and Services, Cash Payments and Requests for Allotment Advice Adjustments, ACP-252	As Needed	3-BU--*

Cotton Division

CN-28R	Report of Cottonseed Purchase Program, Cottonseed Purchase Form 6	Weekly	10-CN
CN-76R	Report on Marketing Quota Violations - Cotton (MQ-106)	Semiannually	5-CN; 6-CN
CN-89R	Forms Requirement Report ____ Year	Annually	5-CN; 6-CN
CN-93R	State Summary of 19__ County Allotment Acreage History	Annually	1-CN(60); 3-CN(60)
CN-96R	State Summary of 19__ Cotton Allotments	Annually	1-CN(60); 3-CN(60)
CN-97R	19__ County Cotton Acreage Summary Report for AMS	Annually	CN Notice 170
*--CN-100R	State Acreage Reserve for 19__	Annually	1-CN(60); 3-CN(60)--*

Reports Control Number	Title	Frequency	Authority
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Disaster Livestock Feed Staff

DF-1R	Report of Farmers' Purchase Orders and Dealers' Certificates Issued (Except Insular Offices)	Weekly	1-DF
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Fiscal Division

FI-4R	Cumulative Report of Marketing Quota Penalties	Semiannually	80-FI 5-TB
FI-51R	Quarterly Report of U.S. Savings Bond Deductions	Quarterly (Insular Offices)	83-FI
FI-55R	Report of Appropriated Fund Trans- actions, CSS-459	Monthly	80-FI; 85-FI
FI-56R	Report of Deposit Fund Account Trans- actions, CSS-460	Monthly	80-FI; 85-FI
FI-57R	Report of Trust Fund Receipt, General Fund Receipt and Lapsed Appropriation (M) Accounts, CSS-461	Monthly	80-FI; 85-FI
FI-64R	Annual Report on Travel	Annually (Insular Offices)	85-FI
FI-69R	Statement of Allotment Transactions, CSS-581	Monthly	80-FI; 85-FI
FI-73R	Annual Summary of Retirement Fund Transactions, SF-2807-2, Rev.	Annually Insular Offices)	83-FI

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
<u>Fiscal Division (Con.)</u>			
FI-112R	Annual Report of County Office Debts, by Age, CSS-139	Annually	54-FI
FI-163R	Man Months, Employment and Obligations by Object Class and Program CSS-633-3	Monthly	72-FI
FI-171R	Statement of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36	Monthly	80-FI; 85-FI
FI-172R	Annual Insurance Participation	Annually (Insular Offices)	83-FI
FI-182R	Listing of Installations	Initial Submission Supp. Reports (Insular Offices)	83-FI
FI-183R	Report of Federal Employment and Wages	Quarterly (Insular Offices)	83-FI
FI-209R	Annual Certified Report of Unliquidated Obligations, Form CSS-607	Annually	72-FI; 80-FI
FI-212R	Quarterly and Annual Reports of Cumulative Obligations and Man-Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3	Quarterly and Annually	72-FI
FI-213R	Report of Accomplished Soil Bank Program Collections	Monthly	2-SB; 7-SB(58)
FI-230R	Report of Unpaid Claims Chargeable to Lapsed Appropriation Balances	Annually	80-FI

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Fiscal Division (Con.)

FI-231R	Report of Emergency Feed Program Claims	Semiannually	54-FI
FI-232R	Annual Report of Communications Services	Annually (Insular Offices)	85-FI

Food and Material Division

*--FM-13R (Formerly AS-52R)	Report on Issuance of FCDA Identification Cards and Vehicle Markers (Designated State Offices)	Semiannually	DAPA Memo 5-20-58--*
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Fruit and Vegetable Division - AMS

FV-77R	Report on Irish Potato Starch and Flour Division Program	Weekly (Designated State Offices)	724(Potatoes)-3
FV-78R	Weekly Purchase Report	Weekly	724(FV)-1
FV-79R	Final Purchase Report	End of Program	724(FV)-1
FV-70R	Weekly Operations Report-Irish Potato Livestock Feed Diversion Program	Weekly (Designated State Offices)	724(Potatoes)-4

Grain Division

GR-36R	Excess Nonexpendable Equipment and Granaries Owned by CCC	Annually	7-GR
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## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
<u>Grain Division (Con.)</u>			
GR-37R	Monthly Report Based on CCC Grain Form-629	Monthly	9-GR
GR-61R	Report of Rental of CCC Grain Bins	Quarterly	7-GR
GR-96R	Report on Marketing Quota Violations (MQ-106-Grain)	Semiannually	3-Wheat(Rev.1); 5-Rice(Rev.1)
GR-98R	State Estimates of Take-Over and Reports of Purchase Agreement	Varies	14-GR
GR-118R	Sales of CCC-Owned Commodities	Weekly	11-GR
GR-119R	Bin Site Directory	Annually as Changes Made	7-GR
GR-120R	State Summary of Rice Acreage Data	Annually	3-Rice; 4-Rice
GR-121R	State Summary of New Producer Data and Total Acreage Allotted	Annually	3-Rice; 4-Rice
GR-122R	State Summary of County Data and Total Acreage Allotted to Producers on Regular Listings	Annually	3-Rice; 4-Rice
GR-124R	19__ Wheat Compliance and Diversion Report, CSS-525	Annually	2-Wheat
GR-132R	19__ Wheat Listing Sheet State Summary and Related Data	Annually	2-Wheat; 2-Wheat(61)
GR-134R	Grades of Corn Withdrawn from Bin Sites	Monthly	9-GR
GR-139R	Frequency Distribution of Farms by Size of Acreage, CSS-527 and CSS-527-1	Annually	2-Wheat
GR-146R	Feed Wheat Application Data	Annually	3-Wheat(Rev.1)

Reports Control Number	Title	Frequency	Authority
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Grain Division (Con.)

GR-148R	Wheat Farm Acreage Data - "New" Commercial Wheat States	Annually	4-Wheat
*--GR-149R	19__ State Summary of Wheat History Acreage	Annually	2-Wheat
GR-150R	Grain Inventory Report	Weekly	8-GR
GR-152R	Cumulative Report of Texas Flaxseed Purchase Program (Texas State Office Only)	Monthly	23-GR(60)
GR-153R	Frequency Distribution of 19__ Farm Rice Acreage Allotments	Annually	3-Rice; 4-Rice
GR-154R	State Summary of County Rice Yield Data	Annually	3-Rice; 4-Rice--*

Livestock and Dairy Division

LD-50R	Recapitulation Report of Wool Promotion Fund Deductions	Twice Yearly	1-LD
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Oils and Peanut Division

OP-42R	Peanut Marketing Quota Producer Violations, Peanuts (MQ-106)	Quarterly	1-OP
OP-60R	Report of Recommended New Farm Allotments	Annually	1-OP
OP-74R	State Allotment Summary	Annually	1-OP



## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Oils and Peanut Division (Con.)

OP-75R	Estimate of Forms Requirements	Annually	1-OP
OP-76R	State Summary of County Normal Yield	Annually	1-OP

Personnel Management Division

*--PM-1R	Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation (Caribbean Area Office)	Annually	11-PM
PM-6R	Annual Report on Geographic Distribution of Federal Employees (Caribbean Area Office)	Annually	11-PM
PM-10R	Length of Service Awards (Caribbean Area Office)	Annually	11-PM
PM-15R	Monthly Report of Persons Who Have Retired During the Month (Caribbean Area Office)	Monthly	11-PM--*
PM-22R	Report on Operation of the Awards Program	Semiannually	7-PM
*--PM-34R	Monthly Report of Federal Civilian Employment, SF-113 (Caribbean Area Office)	Monthly	11-PM
PM-41R	Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations (Caribbean Area Office)	Annually	11-PM
PM-43R	Report of Position Incumbents for Official Register (Form CS-115A) (Caribbean Area Office)	Annually	11-PM

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## EXHIBIT 2

## REPORTS CONTROL HANDBOOK

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## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Personnel Management Division (Con.)

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PM-45R	Report on Survey of Accuracy of Position Description (Caribbean Area Office)	Annually	11-PM
PM-47R	Report on Sensitive Positions (Caribbean Area Office)	Semimonthly	11-PM--*
PM-53R	Report of Membership - CSS Incentive Awards Committee	Annually and as Changes Occur	7-PM
*--PM-60R	Current Position Charts (Caribbean Area Office)	Semiannually	DAO Memo 6-12-59
PM-61R	Report on Outside Training Completed	Annually	6-PM--*

Soil Bank Division

SB-15R	Violation Report - Acreage Reserve, Form CSS-844(SB)	Quarterly	7-SB(58)
SB-17R	Violations Report - Conservation Reserve, Form CSS-851	Quarterly	Notice SB-136

Sugar Division

SU-1R	Summary of Sugar Programs	Annually	2-SU; 4-SU; 5-SU
SU-32R	Sugar Beet Marketing Report, SU-107	Annually	2-SU
SU-34R	Recapitulation of Final Manufacturing Reports of Sugarcane Factories by Crop Years (Florida and Louisiana State Offices)	Annually	4-SU

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
<u>Sugar Division (Con.)</u>			
SU-36R	Recapitulation of Form SU-128 Showing Prices Paid for Sugarcane Delivered to Sugar Mills, _____ Crop (Florida and Louisiana State Offices)	Annually	4-SU
SU-37R	Manufacturing Report, SU-151, (Puerto Rico)	Annually	5-SU
SU-49R	Child Labor and Wage Claims Reports	Annually	2-SU; 4-SU; 5-SU
SU-52R	Weekly Sugar Production Report (Louisiana, Florida and Puerto Rico)	Weekly During Harvest	Letter Sept. 1947; Wire 5-22-58
SU-59R	Annual Summary Report of Hawaiian Sugarcane Program Data	Annually	6-SU
SU-64R	Progress Report on Applications for Payment	Biweekly	2-SU; 4-SU; 5-SU
SU-67R	Wage Compliance Report	Annually	2-SU; 5-SU; 6-SU
SU-68R	Prevailing Wage Rates Reports - Louisiana and Florida Cane	Annually Louisiana; Semiannually-Florida	4-SU
SU-89R	Child Labor Report - Hawaiian Sugarcane	Annually	6-SU
SU-90R	Wage Claims Report - Hawaiian Sugarcane	Annually	6-SU
SU-93R	Progress Report on Applications for Payment - Hawaiian Sugarcane	Monthly	6-SU

Reports Control Number	Title	Frequency	Authority
<u>Sugar Division (Con.)</u>			
SU-94R	Production of Sugar by Types as Reported on Forms SU-123 - By Factories - Louisiana	Annually	SU Memo 2-26-57
SU-95R	Recovery of 96° Raw Sugar and Other Data Taken from Forms SU-123 - By Factories - Louisiana	Annually	SU Memo 2-26-57
SU-96R	Recapitulation of Final Trash Reports Company-owned Sugarcane - Purchased Sugarcane and Total Sugarcane - By Factories - (Sugarcane Area)	Annually	4-SU
SU-97R	Production of Molasses and Syrup by Factories - Louisiana	Annually	SU Memo 2-26-57
SU-98R	Production of Sugar by Types - Florida Mills	Annually	SU Memo 2-26-57
SU-99R	Production of Blackstrap Molasses - Florida Mills	Annually	SU Memo 2-26-57
SU-100R	Selling and Delivery Expenses on Sugar and Molasses (Virgin Islands and Puerto Rico) - Caribbean Area Office	Annually	5-SU
SU-102R	Schedule Showing Method of Settlement to be Used by Puerto Rican Allottees	Annually	5-SU
SU-103R	Statement of Sugar Yield During Grinding Season - Puerto Rico	Annually	5-SU
SU-104R	Gross Proceeds and Handling and Delivery Expenses on Raw Sugar - Hawaiian Area Office	Annually	SU Memo 4-15-57
SU-106R	State Estimates of Take-over (Two Reports) - Honey	Varies	7-SU

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Sugar Division (Con.)

SU-109R	List of Approved Abandonment and Deficiency Areas	Annually	2-SU; 4-SU; 5-SU
SU-110R	Approved Prevented Acreage Summary	Annually	2-SU
SU-111R	Annual Fair Price Compliance Report	Annually	2-SU; 4-SU; 5-SU; 6-SU
*--SU-112R	Report on Redetermination of Shares Involving Improper Credit for Personal History & Copy of Check and Record Sheets (Sugar Beet Area)	Varies	2-SU
SU-113R	Report of Honey Taken Over	Annually	7-SU--*

Tobacco Division

TB-10R	Preliminary Allotment Data (Old and New Farms)	Annually	1-TB(60); 8-TB(59)
TB-11R	Final Allotment Data (Old and New Farms)	Annually	1-TB(60); 8-TB(59)
TB-13R	Production Data	Annually	5-TB
TB-14R	Harvested Acreage	Annually	5-TB
TB-15R	Across-State-Line Movement of Farm Tobacco	Annually	5-TB
TB-17R	Tobacco Marketing Quota Producer Violations, (MQ-106) Tobacco	Quarterly	5-TB
TB-30R	Authorization to Issue Memoranda of Sale	Annually	5-TB
TB-55R	Tabulation of Buyers' Reports	Annually	5-TB



Reports Control Number	Title	Frequency	Authority
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Tobacco Division (Con.)

TB-59R	19__ Excess Acreage	Annually	1-TB(60); 8-TB(59)
TB-61R	19__ Acreage of Each Kind of Tobacco Devoted in 19__ to the Conservation Reserve Program	Annually	1-TB(60); 8-TB(59)
TB-62R	19__ Net Allotted Acreage Reserved Pursuant to Section 377 of the Act	Annually	1-TB(60); 8-TB(59)
TB-64R	Size Breakdown of Allotments 19__	Annually	1-TB(60); 8-TB(59)
TB-67R	Report on Discount Varieties of Flue Cured Tobacco Planted	Weekly (During Season)	5-TB
*--TB-69R	Report of Farm Sales of Discount Variety Flue-Cured Tobacco	Annually	5-TB
TB-70R	Report of Handbook and Form Requirements for Future Years and Suggested Changes	Annually	5-TB
TB-71R	Report of Burley Sales	Annually	5-TB--*

RECURRING REPORTS REQUIRED BY WASHINGTON  
OF CSS COMMODITY OFFICES

Reports Control Number	Title	Frequency	Authority
<u>Office of the Administrator</u>			
ADM-3R	Weekly Wire Report on Commodity Inventories Estimates	Weekly	739-1
<u>Office of Deputy Administrator, Operations</u>			
DAO-1R	Quarterly Inventory and Location Report on Specified CCC-Owned Commodities	Quarterly	DAO Memo 5-12-55; DAO Wire 9-22-55
<u>Office of Deputy Administrator, Price Support</u>			
DAPS-12R	Report of Liftings	Irregular	4-PS
<u>Administrative Services Division</u>			
AS-16R	Quarterly Report on Disposals of Surplus Personal Property, AD-227 (Except Cincinnati Comm. Office)	Quarterly	12-AS
AS-23R	Report of Space Use, SF-123	Annually	13-AS
AS-25R	Report on Procurement by Executive Agencies, SF-37	Semiannually	9-AS
AS-29R	Report of Records Holdings, CCC-392	Biennially	2-AS
AS-51R	Contract Printing Report, JCP Form 2-Rev.	Semiannually	9-AS
AS-69R	Leased Wire Traffic Report	Weekly	DAO Memo 12-16-58



RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Barter and Stockpiling Division

BA-1R	Reports of Sales Made Against Barter Contracts	Daily as Sales Occur	1-BA
BA-2R	Reports of Completion of Deliveries Against Barter Contracts	Completion of Delivery	1-BA
BA-3R	Reports of Exports to Approved Countries Under Barter Contracts	Receipt of Proof of Exportation	1-BA

Budget Division

BU-1R	Operating Budget Report CSS-193, CSS-194, CSS-195, CSS-196, CSS-197	Annually and Varies	2-BU
BU-18R	Work Status Report, CSS-612	Monthly	4-BU
BU-35R	Report on Visits of Investigators	Irregular	2-BU
BU-52R	Report of Activity by Fund, CSS-633-1	Quarterly	71-FI
BU-88R	Estimates of Commodity Volume, Workload, Personal Services and Obligations, and Employment and Obligations Plans, - Schedules A, B, C, D and E	Annually	2-BU

Cotton Division

CN-14R	Annual Carry-over Report (New Orleans Office Only)	Annually	Annual Memo
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## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Cotton Division (Con.)

CN-17R	Weekly Report of Cotton Loans and Repayments (Commitment Report) (New Orleans Office Only)	Weekly	Memo 8-21-53
CN-50R	List of Approved Cotton Warehouses (Copy)(New Orleans Office Only)	Varies	12-CN
CN-81R	Report of Cotton Registered for Export Under P.L. 480 (New Orleans Office Only)	Weekly	Cotton Memo 6-29-55
*--CN-101R	Purchases of Choice A Cotton (New Orleans Office Only)	Weekly	DAO Memo 11-20-59--*

Disaster Livestock Feed Staff

DF-3R	Deliveries of Commodities Under Current Emergency Feed Program	Weekly	1-DF
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Fiscal Division

FI-1R	Analysis of Accounts 1701, 1741, 3001, 3440	Quarterly	17-FI
FI-3R	Summary of Allotment Ledger Transactions, SF-1015a(Program)	Monthly	87-FI; 88-FI
FI-5R	Analysis of Account 6701	Monthly	17-FI
FI-7R	Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program)	Monthly and Annually	87-FI; 88-FI
FI-8R	CCC Granary Storage Program Results	Monthly	17-FI

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Fiscal Division (Con.)

FI-9R	Change in CCC Inventory, CCC Form 3	Monthly	17-FI; 22-FI
FI-10R	Report of CCC Loans, CCC Form 244	Monthly	17-FI; 22-FI
FI-13R	Post Closing Trial Balance and Statement of Income and Expense CCC-202-1, -2, -3	Monthly	17-FI
FI-18R	Analysis of Account 2101	Monthly	17-FI
FI-19R	Analysis of Selected Miscellaneous Accounts	Monthly	17-FI
FI-42R	Program Cost Report, CSS-629	Monthly	88-FI
FI-47R	Report of Man-months and Obligations, CSS-633	Monthly	71-FI
FI-63R	Special, Trust and General Fund Receipts	Annually	6/30 closing Memo
FI-83R	Status Report on Claims by and Against CCC of \$20,000 or more, CCC-249	Annually	55-FI
FI-84R	Report of Claims Activities by and Against CCC, CCC-208	Quarterly	55-FI
FI-85R	Age Analysis of Claims on Hand, CCC-231	Annually	55-FI
FI-94R	Monthly Estimate of Cash Receipts and Disbursements	Monthly	17-FI
FI-103R	Weekly Estimate of Cash Receipts and Disbursements	Weekly	17-FI

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
<u>Fiscal Division (Con.)</u>			
FI-145R	Analysis of Account 7702	Monthly	17-FI
FI-151R	Special Report on Commercial Facilities Suspected of Irregularities in Storage of CCC-Owned Commodities, CCC Form 508	Narrative Quarterly; CCC Form 508 Varies	55-FI
FI-153R	Report of State Office Claims Activities, CCC-317	Semiannually	55-FI
FI-154R	Age Analysis of State Office Claims, CCC-318	Annually	55-FI
FI-167R	Purchase or Sales Abstract and Availability Record, CSS-76	Irregular	715-2
FI-168R	Checklist of Abstracts and Related Documents Issued	Weekly	715-2
FI-169R	Analysis of Cost of Financing - Title I, P.L. 480, CCC Form 332	Monthly	17-FI
FI-171	Statements of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36	Monthly	87-FI 88-FI
FI-174R	Report of Cash Transactions (New Orleans Office Only)	Monthly	FI Memo 2-14-55
FI-202R	Wire Report of Soil Bank Payments	Monthly	DAO Memo 8-29-57
FI-209R	Annual Certified Report of Unliquidated Obligations, Form CSS-607	Annually	71-FI; 87-FI
FI-212R	Quarterly and Annual Reports of Cumulative Obligations and Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3	Quarterly and Annually	71-FI



## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Fiscal Division (Con.)

FI-215R	Frequency Distribution Report - (Kansas City, Evanston and New Orleans Offices)	Annually	17-FI
FI-222R	Report of CCC Loans, Commodity Credit Corporation Form 402 (Kansas City and Evanston Offices)	Monthly	17-FI
FI-223R	Certificate of Interest Trans- actions (Kansas City and Evanston Offices)	Monthly and Semiannually	17-FI
FI-233R	Report of Sales Under Credit Approvals	As Sales Made	DAO Memo 11-28-58
FI-234R	Payments in Excess of \$50,000	Monthly	17-FI
*--FI-236R	Statements Required Only as of June 30	Annually	17-FI
FI-237R	Storage and Handling Charges on Grain Commodities (Evanston, Kansas City, Minneapolis, Dallas and Portland Offices)	Monthly and Annually	17-FI
FI-242R	Oldest Crop Year Price Support Inventories (Evanston, Kansas City, Minneapolis, Dallas and Portland Offices)	Quarterly	Quarterly DAO Wires           --*

Food and Material Division

*--FM-13R (Formerly AS-52R)	Report on Issuance of FCDA Identification Cards and Vehicle Markers	Semiannually	DAO Memo 6-3-55--*
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## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Fruit and Vegetable Division - AMS

FV-76R	Report of Shipping Instructions Issued on Canned Fruits and Vegetables, Sec. 6, School Lunch Program (Cincinnati and Portland Offices Only)	Weekly	Memo from Richards 8-1-54
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Office of General Sales Manager

GSM-1R	Monthly Report of CCC Export Sales in Excess of \$100,000, CCC Form 367	Monthly	1-SM
*--GSM-4R	Outstanding Value of Feed Grain PIK Certificates (Evanston, Kansas City, Minneapolis, Dallas and Portland Offices)	Daily	DAO Wire 9-17-59
GSM-5R	PIK Certificate Redemption Prices for Rough Rice (Dallas Office Only)	Weekly	DAO Wire 5-17-60--*

Grain Division

GR-39R	Quarterly Report of Storage Structures and Equipment	Quarterly	17-FI
GR-41R	List of Approved Grain Warehouses (Copy)	Annually with Monthly Supps.	17-GR
GR-42R	Leased Facilities	Quarterly	669-1
GR-43R	CCC-Owned Commodities in CCC-Owned or Operated Structures	Monthly	669-1
GR-125R	Reserve Fleet Daily Report of General Conditions (Evanston and Portland Offices)	Daily	13-GR

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Grain Division (Con.)

GR-126R	Reserve Fleet Vessel Cyclical Report (Evanston and Portland Offices)	Monthly	13-GR
GR-135R	Grain Commodity Dispositions and Stocks Positions (Portland, Dallas, K.C., Evanston and Minneapolis Offices)	Weekly	639(Grain 59)-1
GR-141R	Report of Market Prices and Other Market Information (Portland, Dallas, K.C., Evanston and Minneapolis Offices)	Daily	704(Wheat)-1
GR-142R	Cumulative Report of Commodity Loan Activity, CCC-388, CCC-416 (Kansas City and Evanston Offices)	Monthly	19-GR
GR-143R	Cumulative Report of Purchase Agreement Activity, CCC-396, CCC-416, (Kansas City and Evanston Offices)	Monthly	19-GR
GR-145R	List of Deficient Houses - Occupancy Contracts	Monthly	663(Grain)-3
GR-147R	Number and Capacity of Facilities Approved Under CCC Uniform Storage Agreements (Portland, Dallas, K.C., Evanston and Minn. Offices)	Quarterly	17-GR

Livestock and Dairy Division

LD-28R	Daily Teletype Report of Dairy Products Purchased by CSS Commodity Offices	Daily	Program Authorization
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## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Livestock and Dairy Division (Con.)

LD-44R	Merchandizing List of Dairy Products (Cincinnati and Portland Offices)	Monthly (Cinn.) Quarterly (Portland)	Memo 7-23-58
LD-52R	Commercial Sales of Dairy Products at Announced Prices (Cincinnati and Portland Offices)	Daily	732(Dairy)-1
LD-53R	Summary of Inventory Holdings (Cincinnati Office Only)	Semimonthly	Memo 7-23-58
LD-54R	Claims Settlements of Dairy Products Resulting in Inventory Reduction (Cincinnati and Portland Offices)	Varies	DAO Wire 11-14-58
*--LD-56R	Sales of Dairy Products by Country of Destination (Cincinnati and Portland Offices)	Monthly	DAO Memo 1-15-60--*

Oils and Peanut Division

OP-68R	Report of Commodities Stored in Warehouses as of End of Month	Monthly	650-3
OP-77R	Cottonseed-Cottonseed Oil Program Activity Report (New Orleans Office Only)	Weekly and Monthly	DAO Memo 12-3-58
*--OP-78R	Shelled Peanut Inventory (Dallas Office Only)	Monthly	DAO Memo 2-24-59--*

Reports Control Number	Title	Frequency	Authority
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\*--Operations Analysis Staff

OA-1R (Formerly PM-58R)	Report on Management Improvement Activities	Varies	DAO Memos 6-27-58; 9-22-59; 12-31-59
OA-3R (Formerly FI-197R)	Progress Report - Mechanization	Quarterly	124-1--*

Personnel Management Division

PM-1R	Annual Report on Total Number of Paid Civilian Employees at each Basic Rate of Compensation	Annually	11-PM
PM-6R	Annual Report on Geographic Dis- tribution of Federal Employees	Annually	11-PM
PM-10R	Length of Service Awards Report	Annually	11-PM
PM-15R	Monthly Report of Persons Who Have Retired During the Month	Monthly	11-PM
PM-22R	Report on Operation of the Awards Program	Semiannually	7-PM
PM-34R	Monthly Report of Federal Civil- ian Employment, SF-113	Monthly	11-PM
PM-41R	Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations	Annually	11-PM
PM-43R	Report of Position Incumbents for Official Register (Form CS-115A)	Annually	11-PM
PM-45R	Report on Survey of Accuracy of Position Descriptions	Annually	11-PM



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## REPORTS CONTROL HANDBOOK

EXHIBIT 3  
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## RECURRING REPORTS - COMMODITY OFFICES (Con.)

Reports Control Number	Title	Frequency	Authority
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Personnel Management Division (Con.)

PM-47R	Report on Sensitive Positions	Semimonthly	11-PM
PM-50R	Health Service Report	Monthly	8-PM
PM-53R	Report of Membership - CSS Incen- tive Awards Committee	Annually and as Changes Occur	7-PM
*--PM-60R	Current Position Charts	Semiannually	DAO Memo 6-12-59
PM-61R	Report on Outside Training Completed	Annually	6-PM--*

Soil Bank Division

SB-18R	Conservation Reserve Progress Reports (New Orleans Office Only)	Varies	DAO Memo 11-23-59
SB-19R	Report of Conservation Reserve Practice Payments by Types of Practices (New Orleans Office Only)	3 Times a Year	DAO Memo 12-2-59--*

Transportation and Storage Services Division

TW-10R	Report of Shipments Under P.L. 480 (Two Reports) (New Orleans Office Only)	Biweekly	TS Memo 3-9-55
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